



South Carolina
Department of Education
Meeting Challenges, Celebrating Achievements

Manual Batch Process for Obtaining Student State IDs in the SC School System

This guide provides instructions on:

- ❑ **exporting data from SASI for the purpose of obtaining student state IDs;**
- ❑ **creating a SUNS Manual Batch File to upload to the State ID System;**
- ❑ **downloading the file to Import the state IDs into SASI; and**
- ❑ **importing state IDs into SASI.**

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I. Exporting data from SASI:

1. Delete ASTU from the Query window, then copy and paste the query below into the Query window:

ASTU ASCH "ID" 1,SchoolNum DistNum LastName FirstName MiddleName
Generation Gender Birthdate Grade PermNum SocSecNum EthnicCode StateId
DistNum "2006" IF StateId = ' '

Change the year "2006" to the current school year. It should match the "Active Year" field in the School atom

The screenshot shows the SASI Query window. The query text area contains the query: `ASTU ASCH "ID" 1,SchoolNum DistNum LastName FirstName MiddleName Generation Gender Birthdate Grade PermNum SocSecNum EthnicCode`. Below the query text, there are four columns for field selection: 1, 2, 3, and 4. Column 1 has a dropdown menu with 'ASTU' selected. Column 2 has a dropdown menu with 'ASCH' selected. Column 3 has a dropdown menu with 'DistNum' selected. Column 4 has a dropdown menu with 'LastName' selected. The 'Conditions' panel on the right shows a list of operators: IF, SORT, AND, OR, NOT, =, <>, <, <=, >. The 'Variables' panel on the right shows a list of variables: %0, %1, %2, %3. At the bottom, there are checkboxes for 'Show Inactive Records' and 'Show Empty Records', and buttons for 'Close' and 'Do'.

2. Change **Display** to **Total** and click the **Do** button.

The screenshot shows the SASI Query window with the 'TOTAL' button circled in red. The query text area contains the same query as the previous screenshot. The 'Display' dropdown menu is set to 'TOTAL'. The 'Do' button at the bottom right is also circled in red. The 'Conditions' and 'Variables' panels are the same as in the previous screenshot.

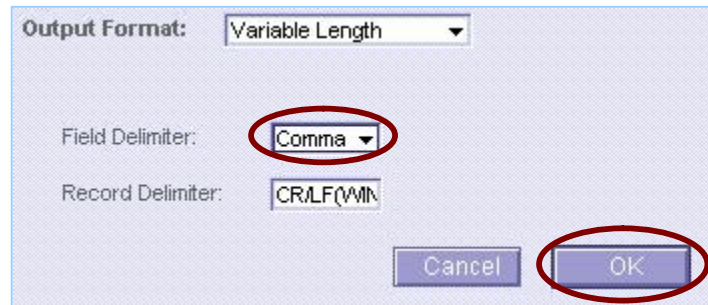
3. Write down the “Number of Records that Match this Request.” This number will be used for the trailer record in Part III, Step 1b. Click the **Revise** button after you have written the number down.

The screenshot shows the 'Query' window with the 'TOTAL' tab selected. The query text is: `ASTU ASCH "ID" 1,SchoolNum DistNum LastName FirstName MiddleName Generation Gender Birthdate Grade PermNum SocSecNum EthnicCode`. Below the query text, it says 'Number of Records that Match this Request' followed by the number '348', which is circled in red. The window has a list of fields on the left, including 'ASTU', 'SchoolNum', 'Status', 'StuLink', 'EnterDate', 'LeaveDate', 'EnterCode', 'LeaveCode', 'PermNum', 'SocSecNum', 'FamilyNum', and 'LastName'. The 'Conditions' panel on the right shows logical operators like 'IF', 'SORT', 'AND', 'OR', 'NOT', '=', '<>', '<', '<=', and '>'. The 'Variables' panel shows '%0', '%1', '%2', and '%3'. At the bottom, there are checkboxes for 'Show Inactive Records' and 'Show Empty Records', and buttons for 'Close' and 'Revise' (circled in red).

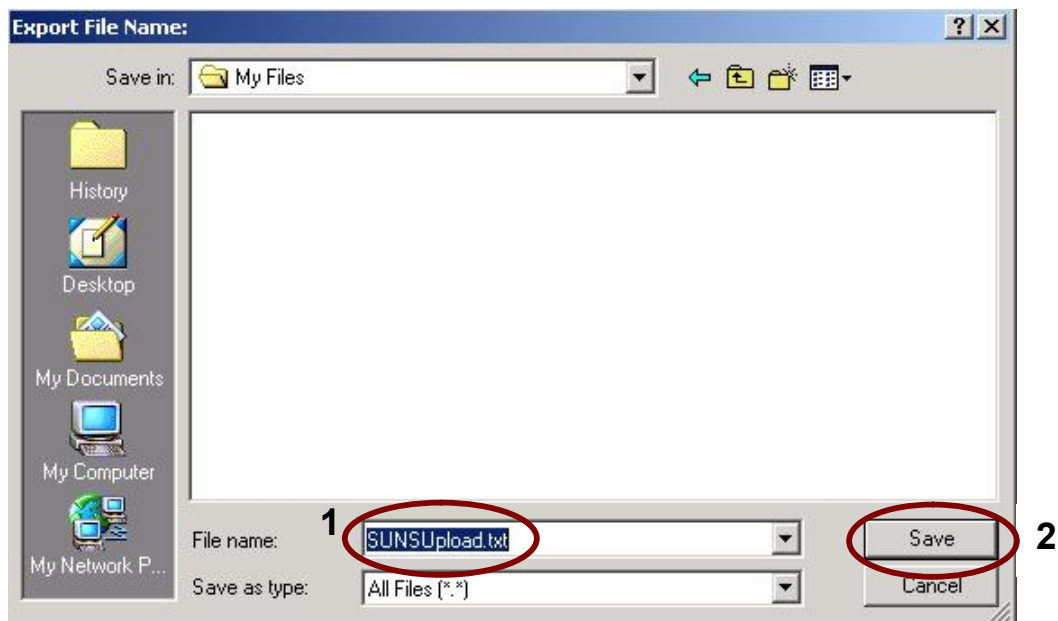
4. Change **Total** to **Export** and click the **Export** button.

The screenshot shows the 'Query' window with the 'EXPORT' tab selected. The query text is the same as in the previous screenshot. Below the query text, there is a table header with columns: '#', 'ID', 'School Num', 'District Number', and 'Last Name'. The 'Conditions' and 'Variables' panels are the same as in the previous screenshot. At the bottom, there are checkboxes for 'Show Inactive Records' and 'Show Empty Records', and buttons for 'Close' and 'Export' (circled in red).

5. Verify the settings below and click OK on the Output Format box:
- Output Format: Variable Length
 - Field Delimiter: Comma
 - Record Delimiter: CR/LF (WIN)



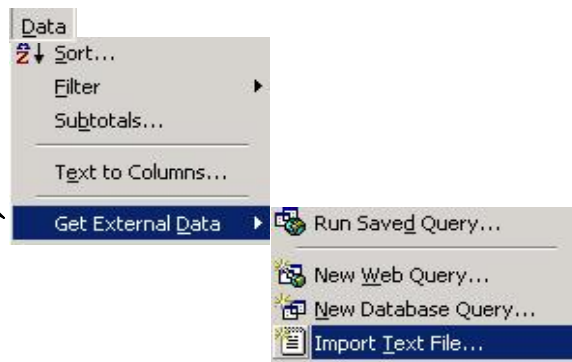
6. Save the file as SUNSUpload.txt. Close the Query window and minimize SASI.



II. Importing a file into Excel to format the birth date field (MM/DD/YYYY)

1. Open Excel and select Data → Get External Data → Import Text File.

The wording may vary, depending on the version of Excel you use.



2. Navigate to the SUNSUpload.txt file, select the file, and click import.
3. When the Text Import Wizard opens, verify that Delimited is selected, and then click next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\SUNSUpload.txt.

1	"ID"	"999"	"9999"	"Farr"	"Katrina"	"M"	"	"F"	"19900324"	"09"
2	"ID"	"999"	"9999"	"Fish"	"Thomas"	"S"	"	"M"	"19900829"	"09"
3	"ID"	"999"	"9999"	"Fitzpatrick"	"Derek"	"A"	"	"M"	"19900510"	"
4	"ID"	"999"	"9999"	"Baldwin"	"Joshua"	"M"	"	"M"	"19901005"	"09"
5	"ID"	"999"	"9999"	"Frazer"	"Jennifer"	"J"	"	"F"	"19900203"	"09"

Cancel < Back **Next >** Finish

4. Remove the checkmark from the "Tab" box, check the "Comma" box, and click next.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☒ **Comma**

☐ Space ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

ID	999	9999	Farr	Katrina	M		F	19900324	09
ID	999	9999	Fish	Thomas	S		M	19900829	09
ID	999	9999	Fitzpatrick	Derek	A		M	19900510	09
ID	999	9999	Baldwin	Joshua	M		M	19901005	09
ID	999	9999	Frazer	Jennifer	J		F	19900203	09

Cancel < Back **Next >** Finish

- By default each column is labeled "General." There are a total of **16** columns; all should be marked "**Text**" except the ninth column, which should be marked "**Date**." Select each column and click on "**Text**" to change the label to read "Text." The ninth column is the birth date field; click on that column and click on "**Date**." From the date dropdown box, select "**YMD**." Remember to scroll to the right and change ALL the columns. Click **Finish**, and then **OK** to complete the import.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format:

- ☐ General
- ☒ Text
- ☒ Date: YMD
- ☐ Do not import column (skip)

Data preview:

Text	Text	Text	Text	Text	Text	Text	Text	YMD	Text
ID	999	9999	Farr	Katrina	M	F		19900324	09
ID	999	9999	Fish	Thomas	S	M		19900829	09
ID	999	9999	Fitzpatrick	Derek	A	M		19900510	09
ID	999	9999	Baldwin	Joshua	M	M		19901005	09
ID	999	9999	Frazer	Jennifer	J	F		19900203	09

Cancel < Back Next > Finish

- To change the birth date field to the correct format, select the column with the birth date field (Column I). Click on the "I" to select the entire column. With the column selected, go to Format → Cells. On the Number tab, select **Date** for the Category, and select the Type in the "**mm/dd/yy**" format. **DO NOT** close this dialog box yet.

Format Cells

Number Alignment Font Border Patterns Protection

Category:

- General
- Number
- Currency
- Accounting
- Date**
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample:

03/24/90

Type:

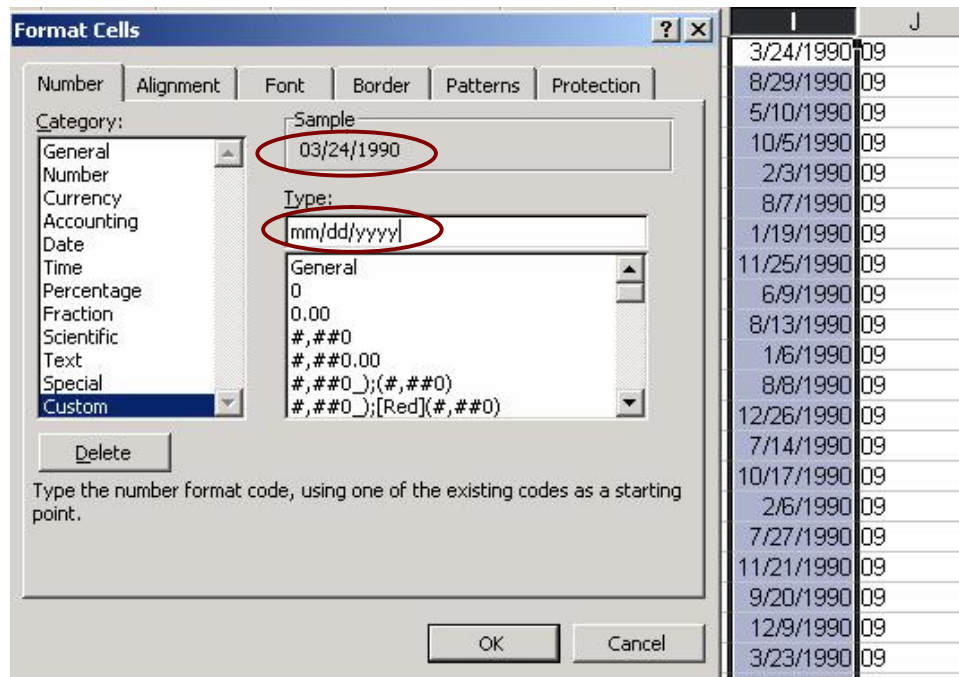
- 3/14
- 3/14/98
- 14-Mar
- 14-Mar-98
- Mar-98
- March-98

Date formats display date and time serial numbers as date values. Use Time formats to display just the time portion.

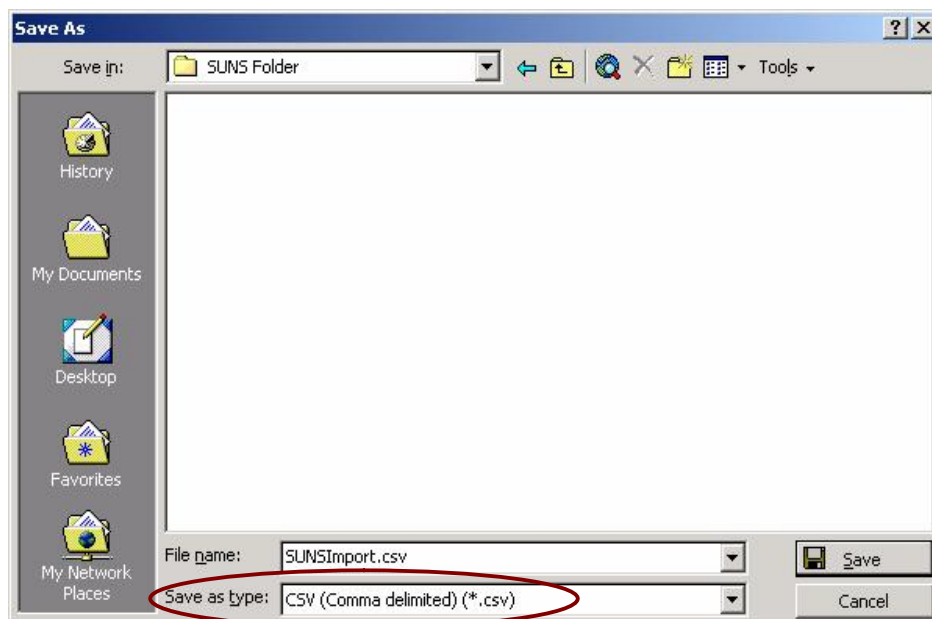
OK Cancel

I	J
3/24/1990	09
8/29/1990	09
5/10/1990	09
10/5/1990	09
2/3/1990	09
8/7/1990	09
1/19/1990	09
11/25/1990	09
6/9/1990	09
8/13/1990	09
1/6/1990	09
8/8/1990	09
12/26/1990	09
7/14/1990	09
10/17/1990	09
2/6/1990	09
7/27/1990	09
11/21/1990	09
9/20/1990	09
12/9/1990	09
3/23/1990	09

7. In the **Category** box, click on Custom. In the **Type** box, type 2 more “y’s” at the end so that the format reads: **mm/dd/yyyy**. Then click **OK**.



8. Save the spreadsheet as an Excel file with an “.xls” extension.
9. Save the spreadsheet again but as a comma delimited file with a “.csv” extension. Two warning boxes may pop up during the saving process. Click **OK** for the first message and click **Yes** for the second. Close the file.



III. Opening the file to add the header and trailer records.

1. Open Notepad (Start ->Programs->Accessories) and select open from the file menu. Browse to the SUNSImport.csv file and open it.
 - a. The header record should always be the first line in the file and should contain the following fields **separated with a space**:

Header Record Layout:

Field Name	Notes and Format Details
Record Type	Always 'TH'
Extract Date	Current date must be in 'mm/dd/yyyy' format.
Extract Time	Current time must be in 'hh:mm:ss' format.
Transmission ID	The 4-digit district number
Version	Always '1.0'
Delimiter	Always 'delimiter=0X2C' (this is a zero)

SUNImport.csv - Notepad

File Edit Format Help

TH 08/19/2005 12:03:00 9999 1.0 delimiter=0X2C
 ID,999,9999,Farr,Katrina,M,,F,03/24/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Fish,Thomas,S.,M,08/29/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Fitzpatrick,Derek,A.,M,05/10/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Baldwin,Joshua,M.,M,10/05/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Frazer,Jennifer,J.,F,02/03/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Carlson,Toby,,M,08/07/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Frost,Angel,V.,M,01/19/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Barr,Christopher,A.,M,11/25/1990,09,990990992272,,W,,9999,2006
 ID,999,9999,Gooden,Brittany,M.,F,06/08/1990,09,990990992272,,W,,9999,2006

- b. The trailer record should always be the last line in the file and should contain the following fields **separated with a space**:

Trailer Record Layout:

Field Name	Notes and Format Details
Record Type	Always 'TT'
Transmission ID	The 4-digit district number
Number of Records	Number of records in the file (Step 3) plus the 'TH' and 'TT' records. The value should not have any trailing spaces. <i>Example: 348+2=350</i>

ID,999,9999,Duran,Lindsey,,F,09/09/1990,09,990990993366,,W,,9999,2006
 ID,999,9999,Ellis Jr,Jess,,F,09/09/1990,09,990990993367,,W,,9999,2006
 ID,999,9999,Marley,Charles,,F,09/09/1990,09,990990993369,,O,,9999,2006
 ID,999,9999,Maurer,Brian,,F,09/09/1990,09,990990993370,,O,,9999,2006
 ID,999,9999,Moreno,Miguel,,F,09/09/1990,09,990990993371,,O,,9999,2006
 ID,999,9999,Vance,Carl,,F,11/06/1988,11,990990993372,,O,,9999,2006
 TT 9999 350

- Verify that the header record is the first line in the file and that there are no extra lines or spaces above or before the first field in this line.
- Verify that the trailer record is the last line in the file and that there are no extra spaces or lines below or after the last field in this line.
- Save (replace the original) and close the file. The file name should not contain any spaces or special characters.

IV. Uploading data into the SC SUNS System and downloading state IDs

- Log on to www.ed.sc.gov and select SUNS from your list of web applications.

2. Verify that the processing method is "Batch" then click on the "Upload Batch File" button.

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myschools.com South Carolina Student Unique Numbering System

State ID Home

Current Login: abutler Location: 0000-SDE Admin Functions: Change District Submit EXIT

Select Process to Begin ID Assignment

Upload Batch File Enter Individual Student Search Individual Student Extract & Download Batch

View/Continue Processing Files Previously Uploaded with the following criteria:

Processing Method: ☒ Batch ☐ Online ☐ SLF From: 06/01/2005 To: 08/19/2005 Processing Stage: All Submit

3. Click "Browse" and select the file just saved in Part III, Step 4 of this guide. Then click the "Upload" button.
4. It is possible to have more than one batch listed, so write down the batch number to reference later.
5. After a successful upload, click on the "Validate Data" button to validate the data.

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Upload Batch File

Current Login: abutler Location: 9999-SDE Test State ID Home

Upload Date	Batch Info	Status	Number of Records	Next Action
08/19/2005	4019	File Uploaded. Begin Validation Stage	2	Validate Data

South Carolina Department of Education

6. If the **Next Action** option states "Check back for completion later," you can refresh the screen by clicking on the "State ID Home" button.
7. The next step is to Assign State IDs; click the "Assign State IDs" button.
8. If the **Next Action** option states "Check back for completion later," you can refresh the screen by clicking on the "State ID Home" button.
9. If there are any near matches or duplicates to resolve, resolve them to have the IDs assigned. For assistance with near-match resolutions, please reference this document: <http://ed.sc.gov/agency/offices/tech/dts/documents/6-15NearMatchGuide.doc>.
10. After the IDs have been assigned, click the "Download State IDs" button.
11. After the IDs have been downloaded, download and save the file to import the state IDs into SASI.

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myschools.com South Carolina Student Unique Numbering System

Download ID

Current Login: abutler Location: 0000-SDE State ID Home

Upload Date	Batch Info	Status	Number of Records	Next Action
08/24/2005	5540	File Extract Complete. Click here to download the file.	2/2	Return to State ID Home

South Carolina Department of Education

12. To exit the SUNS system click the “Return to State ID Home” button and click Exit.

V. Preparing the file to import the State IDs into SASI

The downloaded SUNS file will contain your entire district's records in one file. This will be used as the source file during the import process for each school in the district.

1. Open and edit the downloaded file using WordPad or Notepad.

Sample: Original Import File downloaded from SC SUNS System for district 9999:

```
TH,10/27/06,08:00:00,B1,1.0,delimiter=0X2C
ID,999,9999,Max,Kyle,Bradly,II,M,03/15/89,09,540011230024,064123976,W,(StateID),9999,2006
ID,999,9999,Jones,Dot,Carol,,F,02/10/90,10,540000231124,124567891,H,(StateID),9999,2006
ID,999,9999,Smith,Robert,,Jr,M,11/04/88,10,540100230024,387945123,A,(StateID),9999,2006
TT,B1,3
```

2. Individually select the header and trailer records and delete them. Save the file.

Sample: Edited Import File for district 9999:

```
ID,999,9999,Max,Kyle,Bradly,II,M,03/15/89,09,540011230024,064123976,W,(StateID),9999,2006
ID,999,9999,Jones,Dot,Carol,,F,02/10/90,10,540000231124,124567891,H,(StateID),9999,2006
ID,999,9999,Smith,Robert,,Jr,M,11/04/88,10,540100230024,387945123,A,(StateID),9999,2006
```

VI. Importing the student state ID into SASI

The state ID will be imported into the “State ID” field of the student file. We recommend that you initiate the import process at each school site and that you back up your current year ASTU*. * files.

Since the SASI Import/Export files (AIX) are non-qualified, they can be copied from site to site. If you copy them, be careful not to overwrite your existing AIX*. * files. Those files are AIXE, AIXF, AIXG, AIXH, AIXM, AIXN, AIXR, and AIXS. If you copy the files from site to site, you will need to edit the school number and possibly the data file path in the **Map Group** atom in Step 4 to reflect the site at which you are running the import process.*

1. Set up Map Rules atom

From the **File Management** Module, open the **Import/Export** Module. Open the **Map Rules** atom and select **Add Rule** from the **Data** menu. Enter information in the fields as shown below, giving particular attention to the fields that are circled. Be sure to select the **Disable Next ID** checkbox. Save and close the atom.

The screenshot shows the 'Find StuLink' dialog box with the following details:

- Title Bar:** Find StuLink
- Name:** FINDSTU
- Rule Type:** File Lookup (circled in red)
- Case Sensitive:** ☐
- Description:** Find StuLink
- If No Match:** Use Source (circled in red)
- Force Value:** (empty field)
- Report Error:** ☐
- File:** ASTU
- Disable Lookup:** ☐
- Source:** PermNum
- Destination:** StuLink
- Disable Next ID:** ☒ (circled in red)
- Next ID Key:** (empty field)
- Buttons:** Undo, Save

*This atom is used to define the Lookup Rule that is necessary to link the PermNum found in the SUNS external file to the StuLink field in the ASTU file. The StuLink field is not part of the import process but it must be identified since the ASTU file is used. The FINDSTU rule is a typical **Map Rule** and may have been previously created.*

2. Set up External File Definition atom

Open the **External File Definition** atom and select **Add Ex File Def** from the **Data** menu. Enter information in the fields as shown below giving particular attention to the fields that are circled. Click Save.

Click the **Edit Field Definition** button at bottom left of screen to set up the file layout (definition) for the external file.

Select **Add Ex Field Def** from the **Data** menu. Enter information in the fields as shown below. Select **Add Ex Field Def** from the **Data** menu for each of the sixteen fields.

Ln	Field	Type	Len	Dec	Position	Usage	Value	Edit Code
1	RECTYPE	A	2		1			
2	CURSCHLCOD	A	6		2			
3	RESDISCODE	A	8		3			
4	LASTNAME	A	60		4			
5	FIRSTNAME	A	60		5			
6	MIDDLENAME	A	60		6			
7	NAMESUFFIX	A	10		7			
8	GENDER	A	6		8			
9	BIRTHDATE	A	10		9			
10	GRADELVL	A	2		10			
11	PERMNUM	A	20		11			
12	SOCSEC	A	11		12			
13	ETHNIC	A	4		13			
14	STATEID	A	25		14			
15	CURRDISCOD	A	8		15			
16	CURRSCHYR	A	10		16			

The **Len** value shown is the maximum possible length of that field in the external file, not the length of the corresponding field in SASI. Save and close the atom.

3. Set up Map atom

Open the **Map** atom and select **Add Map** from the **Data** menu. Enter information in the fields as shown below giving particular attention to the field that is circled. The **Map** atom links the SUNS External File Definition to the appropriate ASTU file. Click Save.

The screenshot shows the 'Importing State StuID' dialog box with the 'Map' tab selected. The 'Name' field is 'SUNS', 'Source Definition' is 'Ext', 'Destination Definition' is 'SUNS', and 'Log' is '9'. The 'Description' field is 'Importing State StuID'. The 'Abort' field is '9', 'Abort count' is empty, 'Fail Add Rec' is '9', and 'Fail Upd Rec' is '9'. The 'Match Key' is 'PRIMARY'. The 'Allow Update' checkbox is checked and circled in red. Other checkboxes include 'Suspend UDT', 'Allow Add', and 'Allow Delete'. At the bottom, there is a 'Define Map Fields' button and a 'Close' button.

Click on the **Define Map Fields** button at bottom left of screen to set up the field mapping and to map the appropriate fields in the external SUNS file to the correct fields in SASI. The first column represents the source file (SUNS file), and the second column represents the SASI (ASTU) file. In the **Expression** column type CurXPYr on line 1 and CurXPSchl on line 2 (these expressions are case-sensitive). Map PERMNUM to StuLink (line 5) using the FINDSTU Lookup Rule and map STATEID to Stateld (line 180). **If AltId1 (line 131) is currently mapped to STATEID, change it back to 'None.'**

The screenshot shows the 'Importing State IDs' dialog box with the 'Map Field' tab selected. The 'Name' field is 'SUNS', 'Source Definition' is 'Ext', 'Destination Definition' is 'SUNS', and 'Log' is '9'. The 'Description' field is 'Importing State IDs'. The 'Abort' field is '9', 'Abort count' is empty, 'Fail Add Rec' is '9', and 'Fail Upd Rec' is '9'. The 'Match Key' is 'PRIMARY'. The 'Allow Update' checkbox is checked. At the bottom, there is an 'Undo' button and a 'Save' button.

Ln	Source Field	Dest. Field	Lookup Rule	Expression	Required	Error	Log
1	<None>	<QualYr>		CurXPYr	N	9	N
2	<None>	<QualSch>		CurXPSchl	N	9	N
3	<None>	Status			N	9	N
4	<None>	SchoolNum			N	9	N
5	PERMNUM	StuLink	FINDSTU		N	9	N
6	<None>	EnterDate			N	9	N
179	<None>	ResvState			N	9	N
180	STATEID	Stateld			N	9	N
181	<None>	Filler			N	9	N
182	<None>	Career			N	9	N

4. Set up Map Group atom

Open the **Map Group** atom and select **Add Map Group** from the **Data** menu. Enter the information in the fields as shown below. You will need to make appropriate selections for the Source Year, Source Schools, Source Path (path to the SUNS file), and Destination Path (path to SASI data files). You can choose the log file name. Log files are placed in the SASI data file directory after a process is run. Be sure to import into the **current** school year. Click Save.

Current school year, should match the "Active Year" field in the School atom

Click the **Edit Maps In Group** button at the bottom left of the screen to set up the group for import.

Select **Add Maps In Group** from the Data menu. Select SUNS from the map listing in the first column. This is the map you created in Step 3. Type the appropriate file name in the Source File column. The 'sunsimport.csv' file name in this picture is only for demonstration purposes in this document. Success File and Error File column information is optional, but recommended. If used, they will be created in the same location as the source file. ASTU will automatically appear in the Dest.File column. Select 'Update, fail if it does not exist' in the Action column to avoid the creation of a new ASTU file. Click Save.

Ln	Map	Source File	Success File	Error File	Dest. File	Action
1	SUNS	SUNSimport.csv	SunsSuc	SunsErr	ASTU	Update, fail if it does not exist

Once saved, click on the **Process Map Group** button to begin the import. When the process is complete, a message box should appear stating that the import was successful. Determine if the operation was successful and check error files to verify the process.

Once the import is complete, run queries in SASI to verify that the STATEID field has the student's state ID.